

Position Title: School Liaison / Direct Care Specialist

Compensation Range: \$10 per hour

Work Schedule: 8 a.m. to 4 p.m. Monday thru Friday

LTAI Girl's Home Summary:

LTAI is an open residential foster care home that provides services to young ladies ages 13 to 19. LTAI is the only licensed girl's home in Kalamazoo County. We offer many valuable services to assist our residents with transitioning to our open facility and finally on to supported independent living. We provide care in a warm, caring and nurturing environment. Our mission is "empowering families one child at a time."

Position Summary:

Serve as liaison between schools, community, and residents. Oversee coordination and implementation of LTAI program academic goals to ensure residents achieve high academic standards; available on an on-call basis (one weekend per month); may supervise volunteer staff; work with and report to administrative team.

School Liaison/Direct Care Specialist must attend all monthly staff meetings and trainings; must be able to sympathize with resident's needs and feelings regardless of resident's race, social, ethnic and religious background; must be patient, nurturing and accepting of others.

Major Duties & Responsibilities:

School Liaison:

- Assist residents with achieving academic and/or employment success.
- Spend time in each school daily (4 hours per day)
 - Meeting with teachers (or advocates at KVCC), gathering and submitting necessary paperwork. During meetings with teachers:
 - Make plans for the school year that will promote the resident's academic success.
 - Follow-up on necessary items with teachers, school officials, etc.
 - Assess attendance and academic progress.
- Develop relations and connect the residents to resources available to them through school (including community college students).
- Attend teacher conferences as scheduled; attend new student orientations as needed (work schedule may be adjusted to accommodate).
- Conduct study groups at least 3 times per week (at the home, library, or community college campus).
- Work with administrative team to get various approval/permission for school functions, extra-curricular activities, etc.
- Complete and submit various reports (scholastic reports, etc.) to the administrative team.

Direct Care Specialist:

- Manage transportation needs to/from school, appointments, work, extracurricular events, etc.
- Assist residents with developing life skills (i.e. preparing nutritional meals, domestic chores, etc.) in preparation for supported independent living.
- Prepare meals for residents.
- Plan and assist with activities for residents.
- Complete assigned clerical tasks (i.e. typing, filing).
- Distribute medication.
- Implement and enforce resident handbook.
- Complete appropriate paper work during your shift (i.e. incident reports, one-on-one reports, entry in the communication log, etc.).
- All other duties as assigned.

Minimum Qualifications:

- Bachelor's degree or 5 years work experience in a similar role.
- Some experience working in a child caring institution.
- Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
- Excellent computer and Internet skills.
- Excellent organizational skills.
- Valid Michigan driver's license.
- Reliable transportation and telephone.
- Prior experience working with teen girls.

Must be willing to:

- Communicate effectively and politely at all times with teachers and administrators.
- Advocate for residents.
- Demonstrate ability to work well with the community at large.
- Have excellent integrity and demonstrate good moral character and initiative.

Desired Qualifications:

- Experience with culturally diverse groups.

To apply or for more information, please call 269-598-8718.